
INDIANA COMMISSION ON PROPRIETARY EDUCATION*Board of Commissioners Meeting Memorandum*

Date: March 11, 2009

From: Ross Miller, Director of Regulatory Compliance

**Subject: INDIANA BUSINESS COLLEGE
NEW DEGREE APPLICATIONS**

Staff Recommendation

The commission staff recommends that Indiana Business College be granted the authority to award the Associate of Science degree, and the Bachelor of Science degrees in the following programs:

(A.S.) LPN to RN

-Medical Campus

(B.S.) Accounting

-Evansville

-Indianapolis

-Muncie

-Terre Haute

(B.S.) Business Management

-Evansville

-Fort Wayne

-Indianapolis

-Muncie

-Terre Haute

(B.S.) Criminal Justice

-Fort Wayne

-Indianapolis

-Muncie

-Terre Haute

(B.S.) Healthcare Management

-Evansville

-Fort Wayne

-Indianapolis

-Muncie

-Terre Haute

Background Information

Indiana Business College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools.

The LPN to RN Associate degree program is 106 quarter-credit hours in length; with 60% of course hours in the specialty. The faculty well exceeds the criteria as stipulated in 570 IAC 1-10.1-4.

The Bachelor of Science degree programs are each 180 quarter-credit hours, 64% in the specialty and the remaining 36% general education courses. The Accounting, Business Management, and Criminal Justice Bachelor of Science degree programs have over 60% of the instructors with a Master's degree or higher at every campus.

The Healthcare Management faculty at the Evansville campus includes 7 with a Master's degree, 6 with a Bachelor's degree, and 1 with an Associate's of Applied Science with 15 years experience in the specialty. The faculty at the Fort Wayne campus includes 4 with a Master's degree, 2 with a Bachelor's of Science degree, 1 with an Associate's of Applied Science with 21 years of experience in the specialty, and 1 with a certificate and 11 years of experience in the specialty. The Indianapolis campus includes 11 with a Master's degree or higher, and 3 with a Bachelor's degree or higher. The Muncie campus includes 7 with a Master's degree, 4 with a Bachelor's of Science degree, and 4 with an Associate's of Applied Science degree. The Terre Haute campus faculty all hold a Master's degree.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Medical

Name of Program LPN to RN Associate Degree

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Kimberli J. Zornes

Telephone Number 317-656-4732 Application Type

Date the Form was Prepared January 20, 2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide the student with the academic, professional and clinical skills needed for entry-level registered nurse staff positions. The student is prepared to administer nursing care to individuals, families, and communities in a variety of health care settings. The program trains students to develop competency and responsibility in providing and managing care for patients across the lifespan, in collaboration with members of the healthcare team. The program also emphasizes lifelong learning.

Indiana Business College offers a full-time Associate Degree in Nursing Program requiring clinical practicum, some during evening hours. Upon successful completion of the Nursing program, graduates are prepared to sit for the National Council Licensure Examination - Registered Nurses (NCLEX-RN) and are provided the foundation for career mobility in nursing.

The program has been developed for students who have graduated from an accredited college-level practical nursing program and who currently hold a valid LPN license.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: LPN to RN Associate Degree

TOTAL COURSE HOURS: 106 Check one: Quarter Hours ☒ ☐

Semester Hours

Clock Hours

LENGTH OF PROGRAM: 18 months TUITION: \$34,450

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ANP1050	Human Anatomy & Physiology II	4
NUR1000	Transition in Nursing	2
NUR1100	Psychosocial/Gerontologic Nursing	4
NUR1115	Psychosocial Clinicals	2
NUR1150	Developing Family/Pediatric Nursing	4
NUR1165	Family/Pediatric Nursing Clinicals	2
NUR2010	Adult Health & Illness II	4
NUR2025	Health & Illness II Clinical	2
NUR2050	Adult Health & Illness III	4
NUR2065	Health & Illness III Clinical	2
NUR2100	Health Promotion & Management of Care	4
NUR2115	Management of Care Clinical	4
NUR2150	Transition to Nursing Practice	4
PHM1160	Dosage Calculations	2
PHM1360	Vital Pharmacology	4
	Credits to be awarded for valid LPN license	16

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BIO1070	Microbiology	4
CHM1020	General Chemistry	4
COM1000	Composition	4
COM1020	Public Speaking	4
CPU1010	Introduction to Computers	4
KEY1000	Practical Keyboarding	2
PSY1000	Success Strategies for Nurses	4
PSY1170	Essentials of Psychology	4
PSY1470	Human Growth & Development	4
SOC1020	Sociology	4
	General Education Elective	4

Number of Credit/Clock Hrs. in Specialty:	<u>64</u>	/	<u>106</u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>24</u>	/	<u>106</u>	Percentage:	<u>23%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>18</u>	/	<u>106</u>	Percentage:	<u>17%</u>
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III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

143 total cataloged by the library of congress classification system. We have approximately 100 additional items to be cataloged using the library of congress classification system.

3. Number of professional periodicals subscribed to:

Seventeen

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school. IUPUI library is approximately 13.3 miles away from the campus and is open to all Indiana Business College students. The IMCPL library is approximately 12 miles away from the campus and is also open to all Indiana Business College students.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 13 **Full-time:** 9 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Barnard, Linda	MS – Education BS – English	36	1.5	36		X
Crim, Inga, MSN	MSN – Nursing BSN – Nursing	16	1	N/A		X
Hall, Natalie, MSN	MSN – Nursing BSN – Nursing	5	1	12	X	
Hartman, Paula	MSN – Nursing BSN – Nursing	25	1 Month	N/A	X	
Horner, Ben	BA – English	1	2	N/A	X	
Huggins, Tammi	PhD – Philosophy BS – Education	17	3	16+ Years		X
Johnson, Cleve	MA – English BA – Religious Studies		2	N/A	X	
Jones, Brian	MA – Spanish BA - Spanish	14	1	13	X	
Popich, Pamela	MSN – Nursing BSN - Nursing	13	1 Month	N/A	X	
Schafer, JoAnn, MSN	MSN – Nursing BSN - Nursing	8	8 Months	7	X	
Sowers, Steven	MA – Psychology	5	9 Months	N/A		X
Vincent, Cheryl	RN– Nursing	16	9 Months	12 Years	X	
Zanto, Annette, MSN	MSN – Nursing BSN – Nursing	30	1	1	X	

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Evansville, Indianapolis, Muncie,
Terre Haute

Name of Program Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Krystal Belton

Telephone Number 317-656-4721 Application Type

Date the Form was Prepared January 16, 2009 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Accounting Bachelor of Science degree program provides students with an understanding of theory and application related to an accounting environment, including training in the areas of performance analysis, budgeting, managing controls, taxation, and auditing. The Bachelor of Science degree in Accounting prepares professionals for jobs in private businesses, government or nonprofit agencies, and public accounting firms.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Accounting

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 45 Months TUITION: \$52,350

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
ACC1050	Payroll/10 Key	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting	4
ACC2010	Accounting III	4
ACC2020	Cost Accounting	4
ACC2300	Auditing	4
ACC3020	Managerial Cost Accounting	4
ACC3150	Advanced Income Tax	4
ACC3400	Intermediate Accounting I	4
ACC3500	Intermediate Accounting II	4
ACC4250	Advanced Auditing	4
ACC4650	Accounting Capstone	4
BUS1000	Principles of Business	4
BUS2300	Business Office Procedures	4
CPU2120	Word Processing	4
CPU2200	Spreadsheets	4
FIN2000	Introduction to Finance	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
FIN3500	Finance for Managers	4
KEY1010	Keyboarding	2
LEG1010	Business Law	4
MAT1050	Business Math	4
MGT2000	Management	4
MGT3000	Business Ethics	4
MGT3100	Technology for Managers	4
MGT3250	Organizational Behavior	4
MGT4100	Managing in a Global Environment	4
INT2990	Internship OR Elective	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2600	Career Development	2
CPU1000	Computers and Office Automation	4
PSY1050	Strategies for Success	4
BUS2050	Economics	4
BUS3100	Microeconomics	4
COM1050	Composition I	4
COM2060	Composition II	4
COM3150	Advanced Composition	4
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
MAT3650	Statistics	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SCI3100	Principles of Nutrition	4
SOC1010	Introduction to Sociology	4
SPC1010	Presentation Skills	4
HUM3050	Introduction to Humanities	4

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
Number of Credit/Clock Hrs. in General Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 10 / 180 Percentage: 6%

EVANSVILLE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

437 books/video material

Over 382 periodicals

3. Number of professional periodicals subscribed to:

8 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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EVANSVILLE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation **pertainin**g to the qualifications of each instructor.

Total # of Faculty in the Program: 9 **Full-time:** 7 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Crowe, Lindsey	MBA	7	1.5			X
Elkin, Leslie	BS	15	3.5		X	
Ettensohn, Tracie	BS	17	8		X	
Fiala, Katherine	MBA	29	3		X	
Harper-Sperry, Angela	BS	23	7			X
King, Mark	MS	15	5		X	
Kolich, Kevin	BS	23	11	3	X	
Riley, Pat	MBA	29	11	3.5	X	
Walton, Amanda	MS	8	3		X	

INDIANAPOLIS

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of the second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 8:00 AM – 9:00 PM; Friday 8:00 AM – 4:00 PM;
Saturday 9:00 AM – 1:00 PM

Librarians: Two full-time

Other Staff: Two college work study students at 20 hours per week each

2. Number of volumes of professional material:

There are currently 2600 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases and ProQuest.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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INDIANAPOLIS

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 18 **Full-time:** 13 **Part-time:** 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Ballinger, Stanley	M.A.	24	0.75	23	X	
Best, Norman	M.A.T.	21	0.75	2	X	
Bradberry, Nicol	M.S.	23	1	0	X	
Bray, Earnest	M.B.A.	1	2.25	1.5	X	
Cockrell, Felisa	M.A.	14	0.50	4		X
Farmer, Belinda	B.S.	4	4	0	X	
Harris, Natalie	M.H.R.M	5	1	0	X	
Heavin, Diane	M.A.	5	12	1.5	X	
Jeffries, David	Ph.D.	35	11	22	X	
Loza, Jerry	M.S.	21	4	0		X
Newcomb, Tom	M.B.A.	22	1	0	X	
Robinson, Alberta	M.S.	11	2	0	X	
Rosenthal, Penny	M.S.	4	1.50	9	X	
Royer, Dan	M.A.	6	0.50	0		X
Tanner-Starks, Tomjari	M.A.	10	0.75	5		X
Wesselman, Ed	B.A.	31	2	11	X	
Whalen, Alan	M.B.A.	35	2.50	4	X	

MUNCIE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

MUNCIE

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MUNCIE**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.****** Include all required documentation pertaining to the qualifications of each instructor.****Total # of Faculty in the Program: 13 Full-time: 4 Part-time: 9****Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Clamme, Shay	MPA	6years	1 yr 6 mon	1		X
Coon, Bonnie	MA	11 years	1 yr 3 mon	4		X
Cross, Christopher	MBA	11 years	1 yr 6 mon	0		X
Gerber, Cynthia	MA	7 years	18 years	1	X	
Golden, Lisa	MBA	8 years	1 yr 3 mon	0		X
Kidd, Tamara	BS	15 years	1 yr	1 yr 4 mon		X
Miller, Eric	MA	10 years	New	2 yr 6 mon		X
Newell, Michael	AAS	12 years	6 yr 7 mon	7	X	
Reason, David	MA	33 years	New	33		X
Roach, Diana	BA	12 years	7 years	0	X	
Stelter, Tyler	BA	0	1 yr 6 mon	0		X
Taylor, Carlos	MS	9 years	1 yr 3 mon	0		X
Wright, J.E.	MBA	20 years	18 yr	0	X	

TERRE HAUTE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Indiana Business College-Terre Haute employs a professionally trained librarian with a masters degree in Business Education. This person has significant research experience in the past. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 702 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through LIRN, Inspire, Ebsco Databases, First Research, Hoovers, and Indiana Business Builder.

Five hundred dollars per month has been allocated for the continued expansion of onsite library holdings. The campus librarian will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future

acquisitions.

TERRE HAUTE

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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TERRE HAUTE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 4 **Full-time:** 2 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bottomley, Sara	MBA	14	6	0	X	
Johnson, James	MS	6		6		X
Myers, Margaret	MBA	8	2	2		X
Schmidt, Jessica	MS	8	3	5	X	

Required Major Courses		Credit <u>Hours</u>
ACC1010	<i>Accounting I</i>	4
ACC1020	<i>Accounting II</i>	4
ACC1050	<i>Payroll / 10 Key</i>	4
ACC1070	<i>Income Tax</i>	4
ACC1150	<i>Computerized Accounting</i>	4
ACC2010	<i>Accounting III</i>	4
ACC2020	<i>Cost Accounting</i>	4
ACC2300	<i>Auditing</i>	4
ACC3020	Managerial Cost Accounting	4
ACC3150	Advanced Income Tax	4
ACC3400	Intermediate Accounting I	4
ACC3500	Intermediate Accounting II	4
ACC4250	Advanced Auditing	4
ACC4650	Accounting Capstone	4
BUS1000	<i>Principles of Business</i>	4
BUS2300	<i>Business Office Procedures</i>	4
BUS2600	<i>Career Development</i>	2
CPU1000	<i>Comp. and Office Automation</i>	4
CPU2120	<i>Word Processing</i>	4
CPU2200	<i>Spreadsheets</i>	4
FIN2000	<i>Introduction to Finance</i>	4
FIN3500	Finance for Managers	4
KEY1010	<i>Keyboarding</i>	2
LEG1010	<i>Business Law</i>	4
MAT1050	<i>Business Math</i>	4
MGT2000	<i>Management</i>	4
MGT3000	Business Ethics	4
MGT3100	Technology for Managers	4
MGT3250	Organizational Behavior	4
MGT4100	Managing in a Global Environment	4
PSY1050	<i>Strategies for Success</i>	4

120

Required General Education Courses		Credit <u>Hours</u>
BUS2050	<i>Economics</i>	4
BUS3100	Microeconomics	4
COM1050	<i>Composition I</i>	4
COM2060	<i>Composition II</i>	4
COM3150	Advanced Composition	4
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
MAT3650	Statistics	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4
SCI3100	Principles of Nutrition	4
SOC1010	Introduction to Sociology	4
SPC1010	<i>Presentation Skills</i>	4
HUM3050	Introduction to Humanities	<u>4</u>

56

Other Required Courses		Credit <u>Hours</u>
INT2990	<i>Internship or Elective</i>	<u>4</u>

4

Courses listed in italics are required for the Associate of Applied Science in Accounting Degree (96 Credit Hours)

ACCOUNTING

Bachelor of Science Degree Program

School of Business

The Accounting Bachelor of Science degree program provides students with an understanding of theory and application related to an accounting environment, including training in the areas of performance analysis, budgeting, managing controls, taxation, and auditing. The Bachelor of Science degree in Accounting prepares professionals for jobs in private businesses, government or nonprofit agencies, and public accounting firms.

Course No.	Title	Quarter Credit Hours
ACC1010	Accounting I †	4
ACC1020	Accounting II †	4
ACC1050	Payroll/10 Key †	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting †	4
ACC2010	Accounting III †	4
ACC2020	Cost Accounting †	4
ACC2300	Auditing †	4
ACC3020	Managerial Cost Accounting †	4
ACC3150	Advanced Income Tax †	4
ACC3400	Intermediate Accounting I †	4
ACC3500	Intermediate Accounting II †	4
ACC4250	Advanced Auditing †	4
ACC4650	Accounting Capstone †	4
BUS1000	Principles of Business †	4
BUS2050	Economics @	4
BUS2300	Business Office Procedures	4
BUS2600	Career Development	2
BUS3100	Microeconomics @	4
COM1050	Composition I @	4
COM2060	Composition II @	4
COM3150	Advanced Composition @	4
CPU1000	Computers and Office Automation	4
CPU2120	Word Processing	4
CPU2200	Spreadsheets	4
FIN2000	Introduction to Finance	4
FIN3500	Finance for Managers †	4
HUM3050	Introduction to Humanities @	4
INT2990	Internship or Elective	4
KEY1010	Keyboarding I	2
LEG1010	Business Law	4
MAT1050	Business Math †	4
MGT2000	Management	4
MAT2950	Introductory Algebra @	4
MAT3010	College Algebra @	4
MAT3650	Statistics @	4
MGT3000	Business Ethics †	4
MGT3100	Technology for Managers	4
MGT3250	Organizational Behavior	4
MGT4100	Managing in a Global Environment	4
PSY1050	Strategies for Success	4
PSY3000	Critical Thinking and Problem Solving @	4
SCI3050	Environmental Science @	4
SCI3100	Principles of Nutrition @	4
SOC1010	Introduction to Sociology @	4
SPC1010	Presentation Skills @	4
		180

† Core Courses

@ General Education Courses

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Indiana Business College - Evansville, Fort Wayne, Indianapolis,
Muncie, Terre Haute

Name of Program Business Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Krystal Belton

Telephone Number 317-656-4721 Application Type

Date the Form was Prepared December 15, 2008 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:	<u>Business Management</u>			
TOTAL COURSE HOURS:	<u>180</u>	Check one:	Quarter Hours	<input checked="checked" type="checkbox"/>
	<u> </u>		Semester Hours	<input type="checkbox"/>
			Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	<u>45 Months</u>	TUITION:	<u>\$52,350</u>	

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
BUS1000	Principles of Business	4
BUS2300	Business Office Procedures	4
CPU2120	Word Processing	4
CPU2200	Spreadsheets	4
FIN2000	Introduction to Finance	4
FIN3500	Finance for Managers	4
KEY1010	Keyboarding	2
LEG1010 OR LEG2100	Business Law Human Resource Law	4
LEG4150	Employment Law	4
MAT1050	Business Math	4
MGT2000	Management	4
MGT3000	Business Ethics	4
MGT3100	Technology for Managers	4
MGT3250	Organizational Behavior	4
MGT3400	Human Resources Management	4
MGT4000	Entrepreneurship	4
MGT4100	Managing in a Global Environment	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MKG1200	Marketing	4
MKG4250	Marketing Management	4
MKG4650	Strategic Management	4
(8 Courses)	Program Electives	32

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2600	Career Development	2
CPU1000	Computers and Office Automation	4
PSY1050	Strategies for Success	4
BUS2050	Economics	4
COM1050	Composition I	4
COM2060	Composition II	4
COM3150	Advanced Composition	4
HUM3050	Introduction to Humanities	4
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
MAT3650	Statistics	4
POL3100	American Government	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4
SCI3100	Principles of Nutrition	4
SOC1010	Introduction to Sociology	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty:	<u>114</u>	/	<u>180</u>	Percentage:	<u>63%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>56</u>	/	<u>180</u>	Percentage:	<u>31%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>10</u>	/	<u>180</u>	Percentage:	<u>6%</u>
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EVANSVILLE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

437 books/video material

Over 382 periodicals

3. Number of professional periodicals subscribed to:

8 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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EVANSVILLE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 9 **Full-time:** 7 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Crowe, Lindsey	MBA	7	1.5			X
Elkin, Leslie	BS	15	3.5		X	
Ettensohn, Tracie	BS	17	8		X	
Fiala, Katherine	MBA	29	3		X	
Harper-Sperry, Angela	BS	23	7			X
King, Mark	MS	15	5		X	
Kolich, Kevin	BS	23	11	3	X	
Riley, Pat	MBA	29	11	3.5	X	
Walton, Amanda	MS	8	3		X	

FORT WAYNE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 9:00 am - 10:00 pm Monday - Thursday and 9:00 am - 4:30 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Audrey Daenzer. Audrey holds a MLA degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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FORT WAYNE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 4 **Part-time:** 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
J.D. Burgess	MA	10	3 mos	0		X
Audrey Daenzer	MLA	2	1.5	1	X	
Bob Grabowski	MA	9	.5	2		X
Thom Hathaway	MPA	20	2	9	X	
Karen Hirschy	MED	11	1	11		X
Patricia Knaebe	MA	8	1	8		X
Mike Lewis	BA/CPA	13	5	0	X	
Sherri Renz	MBA	6	3	2	X	
Cathleen Slayback	MLA	12	1	0		X
John Sprinkle	MA	16	3 mos	0		X

INDIANAPOLIS

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of the second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 8:00 AM – 9:00 PM; Friday 8:00 AM – 4:00 PM;
Saturday 9:00 AM – 1:00 PM

Librarians: Two full-time

Other Staff: Two college work study students at 20 hours per week each

2. Number of volumes of professional material:

There are currently 2600 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases and ProQuest.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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INDIANAPOLIS

IV. **FACULTY:** Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 16 **Full-time:** 12 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Ballinger, Stanley	M.A.	24	0.75	23	X	
Best, Norman	M.A.T.	21	0.75	2	X	
Bray, Earnest	M.B.A.	1	2.25	1.5	X	
Byrd, Richard	M B A	23	1	0	X	
Farmer, Belinda	B.S.	4	4	0	X	
Harris, Natalie	M.H.R.M.	5	1	0	X	
Heavin, Diane	M.A.	5	12	1.5	X	
Jeffries, David	Ph.D.	35	11	22	X	
Loza, Jerry	M.S.	21	4	0		X
Newcomb, Tom	M.B.A.	22	1	0	X	
Robinson, Alberta	M.S.	11	2	0	X	
Rucker, Robyn	J.D.	8	1	0		X
Tanner-Starks, Tomjari	M.A.	10	0.75	5		X
Wesselman, Ed	B.A.	31	2	11	X	
Whalen, Alan	M.B.A.	35	2.50	4	X	

MUNCIE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

MUNCIE

3. Number of professional periodicals subscribed to:

8

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MUNCIE**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.****** Include all required documentation pertaining to the qualifications of each instructor.****Total # of Faculty in the Program: 9 Full-time: 4 Part-time: 5****Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Clamme, Shay	MPA	6 years	1 yr 6 mon	1		X
Coon, Bonnie	MA	11 years	1 yr 3 mon	4		X
Cross, Christopher	MBA	11 years	1 yr 6 mon	0		X
Gerber, Cynthia	MA	7 years	18 yrs	1	X	
Newell, Michael	AAS	12 years	6 yr 7 mon	7	X	
Reason, David	MA	33 years	New	33		X
Roach, Diana	BA	12 years	7 years	0	X	
Stelter, Tyler	BA	0	1 yr 6 mon	0		X
Wright, J.E.	MBA	20 yrs	18 yrs	0	X	

TERRE HAUTE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Indiana Business College-Terre Haute employs a professionally trained librarian with a masters degree in Business Education. This person has significant research experience in the past. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana

TERRE HAUTE

Business College campus locations;

- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 702 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through LIRN, Inspire, Ebsco Databases, First Research, Hoovers, and Indiana Business Builder.

Five hundred dollars per month has been allocated for the continued expansion of onsite library holdings. The campus librarian will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

TERRE HAUTE

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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TERRE HAUTE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 4 **Full-time:** 2 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bottomley, Sara	MBA	14	6	0	X	
		6		6		X
		8				
Schmidt, Jessica	MS	8	3	5	X	

Business Management Bachelor of Science Program Outline

Liberal Arts

Credit

<u>Required Major Courses</u>		<u>Hours</u>
ACC1010	Accounting I	4
BUS1000	Principles of Business	4
BUS2300	Business Office Procedures	4
BUS2600	Career Development	2
CPU1000	Comp. and Office Automation	4
CPU2120	Word Processing	4
CPU2200	Spreadsheets	4
FIN2000	Introduction to Finance	4
FIN3500	Finance for Managers	4
KEY10100	Keyboarding	2
LEG1010	Business Law or	4
LEG2100	Human Resource Law	4
LEG4150	Employment Law	4
MAT1050	Business Math	4
MGT2000	Management	4
MGT3000	Business Ethics	4
MGT3100	Technology for Managers	4
MGT3250	Organizational Behavior	4
MGT3400	Human Resources Management	4
MGT4000	Entrepreneurship	4
MGT4100	Managing in a Global Environment	4
MKG1200	Marketing	4
MKG4250	Marketing Management	4
MKG4650	Strategic Management	4
PSY1050	Strategies for Success	4
Total Required Major Credits		92

<u>Required General Education Courses</u>		
BUS2050	Economics	4
COM1050	Composition I	4
COM2060	Composition II	4
COM3150	Advanced Composition	4
HUM3050	Introduction to Humanities	4
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
MAT3650	Statistics	4
POL3100	American Government	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4
SCI3100	Principles of Nutrition	4
SOC1010	Introduction to Sociology	4
SPC1010	Presentation Skills	4

Total Required General Education Credits **56**

Elective Credit Hour Requirements **32**

Total Program Requirements **180**

BUSINESS MANAGEMENT

Bachelor of Science Degree Program

School of Business

The Business Management Bachelor's Degree program provides business students with a thorough understanding of theory and application related to the business environment so they are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for specific business problems. The program seeks to develop knowledge and skills in research, critical thinking, problem-solving and current technology for application and use in communication, data collection/analysis and solving business problems. Furthermore, students will be provided with an understanding of professional ethics and its application to the business environment. Students are involved in teamwork and leadership development through participation in classroom activities and student organizations.

Course No.	Title	Quarter Credit Hours
ACC1010	Accounting I †	4
BUS1000	Principles of Business †	4
BUS2050	Economics @	4
BUS2300	Business Office Procedures	4
BUS2600	Career Development	2
COM1050	Composition I @	4
COM2060	Composition II @	4
COM3150	Advanced Composition @	4
CPU1000	Computers and Office Automation	4
CPU2120	Word Processing	4
CPU2200	Spreadsheets	4
FIN2000	Introduction to Finance	4
FIN3500	Finance for Managers †	4
HUM3050	Introduction to Humanities @	4
KEY1010	Keyboarding I	2
LEG1010	Business Law † OR	
LEG2100	Human Resource Law	4
LEG4150	Employment Law †	4
MAT1050	Business Math †	4
MAT2950	Introductory Algebra @	4
MAT3010	College Algebra @	4
MAT3650	Statistics @	4
MGT2000	Management †	4
MGT3000	Business Ethics †	4
MGT3100	Technology for Managers †	4
MGT3250	Organizational Behavior †	4
MGT3400	Human Resources Management †	4
MGT4000	Entrepreneurship	4
MGT4100	Managing in a Global Environment †	4
MKG1200	Marketing	4
MKG4250	Marketing Management †	4
MKG4650	Strategic Management †	4
POL3100	American Government @	4
PSY1050	Strategies for Success	4
PSY3000	Critical Thinking and Problem Solving @	4
SCI3050	Environmental Science @	4
SCI3100	Principles of Nutrition @	4
SOC1010	Introduction to Sociology @	4
SPC1010	Presentation Skills @	4
	Electives	<u>32</u>
		180

† Core Courses

@ General Education Courses

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

**Indiana Business College – Fort Wayne, Indianapolis, Muncie,
Terre Haute**

Name of Institution _____

Name of Program _____ **Criminal Justice** _____

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) _____ **BS** _____

Name of Person Preparing this Form _____ **Krystal Belton** _____

Telephone Number _____ **317-656-4721** _____ **Application Type**

Date the Form was Prepared _____ ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Criminal Justice

TOTAL COURSE HOURS: 180 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 45 Months TUITION: 52,350

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ1000	Introduction to Criminal Justice	4
CJ1100	Introduction to Corrections	4
CJ1210	Juvenile Justice	4
CJ1300	Criminology	4
CJ1500	Introduction to Law Enforcement	4
CJ2050	Legal Research and Writing	4
CJ2220	Criminal Investigations	4
CJ2250	Criminal Justice Ethics	4
CJ2350	Introduction to Criminal Courts	4
CJ2400	Criminal Law and Procedure	4
CJ2450	Cybercrime	4
CJ2500	Criminal Justice Forensics	4
CJ3000	Criminal Justice Research Methods	4
CJ3100	History of Criminal Justice	4
CJ3300	Interview and Interrogation Tech.	4
CJ3500	Drugs, Alcohol and Crime	4
CJ4010	Homeland Security and Terrorism	4
CJ4100	Community Policing	4
CJ4200	Probation and Parole	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ4300	Courts and Social Policy	4
CJ4500	Advanced Criminal Justice Forensics	4
CJ4900 OR INT4100	Comparative C.J. Systems Criminal Justice Internship	4
CPU2120	Word Processing	4
KEY1010	Keyboarding	2
LEG1010	Business Law	4
MAT1050	Business Math	4
MAT3400	Criminal Justice Applied Statistics	4
MGT2000	Management	4
MGT2150	Group Dynamics	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2600	Career Development	2
PSY1050	Strategies for Success	4
CPU1000	Computers and Office Automation	4
CHM1150	Chemistry	4
COM1050	Composition I	4
COM2060	Composition II	4
COM3150	Advanced Composition	4
HUM3050	Introduction to Humanities	4
MAT2950	Introductory to Algebra	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT3010	College Algebra	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

POL3100	American Government	4
PSY1060	Psychology	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4
SOC1010	Introduction to Sociology	4
SOC3250	Introduction to Ethnic Studies	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty:	<u>114</u>	/	<u>180</u>	Percentage:	<u>63%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>56</u>	/	<u>180</u>	Percentage:	<u>31%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>10</u>	/	<u>180</u>	Percentage:	<u>6%</u>
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FORT WAYNE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 9:00 am - 10:00 pm Monday - Thursday and 9:00 am - 4:30 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Audrey Daenzer. Audrey holds a MLA degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

FORT WAYNE

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

FORT WAYNE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 **Full-time:** 4 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Audrey Daenzer	MLA	2	1.5	1	X	
Ann Hathaway	MPA	20	1	1		X
Thom Hathaway	MPA	20	2	9	X	
Karen Hirschy	MED	11	1	11		X
Mike Lewis	BS/CPA	13	5	0	X	
Sherri Renz	MBA	6	3	3	X	
Cathleen Slayback	MLA	12	1	0		X

INDIANAPOLIS

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of the second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 8:00 AM – 9:00 PM; Friday 8:00 AM – 4:00 PM;
Saturday 9:00 AM – 1:00 PM

Librarians: Two full-time

Other Staff: Two college work study students at 20 hours per week each

2. Number of volumes of professional material:

There are currently 2600 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases and ProQuest.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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INDIANAPOLIS

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 Full-time: 10 Part-time: 5

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
	M.A.	24	0.75	23	X	
Bray, Earnest	M.B.A.	1	2.25	1.5	X	
Cockrell, Felisa	M.A.	14	0.50	4		X
Farmer, Belinda	B.S.	4	4	0	X	
Heavin, Diane	M.A.	5	1	0	X	
Jeffries, David	Ph.D.	35	11	22	X	
Kouns, Michael	B.A.	30	3	.6		X
Loza, Jerry	M.S.	21	4	0		X
Newcomb, Tom	M.B.A.	22	1	0	X	
Rosenthal, Penny	M.S.	4	1.50	9	X	
Rucker, Robyn	J.D.	8	1	0		X
Sear, Aaron	B.S.	6	3	0	X	
Tanner-Starks, Tomjari	M.A.	10	0.75	5		X
Walker, Edward	M.S.	20	1	0	X	
Wesselman, Ed	B.A.	31	2	11	X	

MUNCIE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

MUNCIE

3. Number of professional periodicals subscribed to:

8

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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MUNCIE**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.****** Include all required documentation pertaining to the qualifications of each instructor.****Total # of Faculty in the Program:** 9 **Full-time:** 4 **Part-time:** 5**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Clamme, Shay	MPA	6 years	1 yr 6 mon	1		X
Coon, Bonnie	MA	11 years	1 yr 3 mon	4		X
Cross, Christopher	MBA	11 years	1 yr 6 mon	0		X
Gerber, Cynthia	MA	7 years		1		
Newell, Michael	AAS	12 years	6 yr 7 mon	7	X	
Reason, David	MA	33 years	New	33		X
Roach, Diana	BA	12 years	7 years	0	X	
Stelter, Tyler	BA	0	1 yr 6 mon	0		X
Wright, J.E.	MBA	20 yrs	18 yrs	0	X	

TERRE HAUTE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Indiana Business College-Terre Haute employs a professionally trained librarian with a masters degree in Business Education. This person has significant research experience in the past. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 702 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through LIRN, Inspire, Ebsco Databases, First Research, Hoovers, and Indiana Business Builder.

Five hundred dollars per month has been allocated for the continued expansion of onsite library holdings. The campus librarian will continue meeting with faculty members to

solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 5 professional periodicals. The Librarian is in the process of obtaining faculty input as to which Criminal Justice periodicals to subscribe to.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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TERRE HAUTE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 Full-time: 2 Part-time: 4

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bottomley, Sara	MBA	14	6	0	X	
	MS	6	<1	6		X
	MBA	8	2	2		X
Schmidt, Jessica	MS	8	3	5	X	
Wickware, Barry	MS	6	<1	0		X

Criminal Justice 180 Credit Hour Bachelor Degree Program
May 13, 2008

<u>Required Major Courses</u>		<u>Credits</u>	<u>Required General Education Courses</u>		<u>Credits</u>
<i>BUS2600</i>	<i>Career Development</i>	2	CHM1150	Chemistry	4
<i>CJ1000</i>	<i>Introduction to Criminal Justice</i>	4	<i>COM1050</i>	<i>Composition I</i>	4
<i>CJ1100</i>	<i>Introduction to Corrections</i>	4	<i>COM2060</i>	<i>Composition II</i>	4
<i>CJ1210</i>	<i>Juvenile Justice</i>	4	COM3150	Advanced Composition	4
<i>CJ1300</i>	<i>Criminology</i>	4	HUM3050	Introduction to Humanities	4
<i>CJ1500</i>	<i>Introduction to Law Enforcement</i>	4	MAT2950	Introductory Algebra	4
CJ2050	Legal Research and Writing	4	MAT3010	College Algebra	4
<i>CJ2220</i>	<i>Criminal Investigations</i>	4	POL3100	American Government	4
<i>CJ2250</i>	<i>Criminal Justice Ethics</i>	4	<i>PSY1060</i>	<i>Psychology</i>	4
<i>CJ2350</i>	<i>Introduction to Criminal Courts</i>	4	PSY3000	Critical Thinking and Problem Solving	4
<i>CJ2400</i>	<i>Criminal Law and Procedure</i>	4	SCI3050	Environmental Science	4
<i>CJ2450</i>	<i>Cybercrime</i>	4	<i>SOC1010</i>	<i>Introduction to Sociology</i>	4
<i>CJ2500</i>	<i>Criminal Justice Forensics</i>	4	SOC3250	Introduction to Ethnic Studies	4
CJ3000	Criminal Justice Research Methods	4	<i>SPC1010</i>	<i>Presentation Skills</i>	4
CJ3100	History of Criminal Justice	4	<p><i>Courses listed in italics are required for the Associate of Applied Science in Criminal Justice Degree (96 Credit Hours)</i></p>		
CJ3300	Interview and Interrogation Tech.	4			
CJ3500	Drugs, Alcohol and Crime	4			
CJ4100	Homeland Security and Terrorism	4			
CJ4100	Community Policing	4			
CJ4200	Probation and Parole	4			
CJ4300	Courts and Social Policy	4			
CJ4500	Advanced Criminal Justice Forensics	4			
C4900	Comparative C.J. Systems or	4			
INT4100	Criminal Justice Internship	4			
<i>CPU1000</i>	<i>Comp. and Office Automation</i>	4			
<i>CPU2120</i>	<i>Word Processing</i>	4			
<i>KEY1010</i>	<i>Keyboarding</i>	2			
<i>LEG1010</i>	<i>Business Law</i>	4			
<i>MAT1050</i>	<i>Business Math</i>	4			
MAT3400	Criminal Justice Applied Statistics	4			
<i>MGT2000</i>	<i>Management</i>	4			
<i>MGT2150</i>	<i>Group Dynamics</i>	4			
<i>PSY1050</i>	<i>Strategies for Success</i>	4			
		124			56

CRIMINAL JUSTICE

Bachelor of Science Degree Program

School of Criminal Justice

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, and corrections. The program is designed to produce graduates who are able to utilize their systems perspective of all relevant aspects of the criminal justice system to create appropriate professional decision making at all levels of criminal justice. Upon successful completion of the program, graduates can pursue entry-level positions with local and regional law enforcement, correctional agencies, and other criminal justice organizations with eventual advancement to state and federal positions in all aspects of criminal justice. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

Course No.	Title	Quarter Credit Hours
BUS2600	Career Development	2
CHM1150	Chemistry @	4
CJ1000	Introduction to Criminal Justice †	4
CJ1100	Introduction to Corrections †	4
CJ1210	Juvenile Justice †	4
CJ1300	Criminology †	4
CJ1500	Introduction to Law Enforcement †	4
CJ2050	Legal Research and Writing †	4
CJ2220	Criminal Investigations †	4
CJ2250	Criminal Justice Ethics †	4
CJ2350	Introduction to Criminal Courts †	4
CJ2400	Criminal Law and Procedure †	4
CJ2450	Cybercrime †	4
CJ2500	Criminal Justice Forensics †	4
CJ3000	Criminal Justice Policy Research Methods †	4
CJ3100	History of Criminal Justice †	4
CJ3300	Interview and Interrogation Techniques †	4
CJ3500	Drugs, Alcohol and Crime †	4
CJ4010	Homeland Security and Terrorism †	4
CJ4100	Community Policing †	4
CJ4200	Probation and Parole †	4
CJ4300	Courts and Social Policy	4
CJ4500	Advanced Criminal Justice Forensics †	4
COM1050	Composition I @	4
COM2060	Composition II @	4
COM3150	Advanced Composition @	4
CPU1000	Computers and Office Automation	4
CPU2120	Word Processing	4
HUM3050	Introduction to Humanities @	4
INT4100 OR	Criminal Justice Internship OR	
CJ4900	Comparative Criminal Justice Systems †	4
KEY1010	Keyboarding I	2
LEG1010	Business Law	4
MAT1050	Business Math †	4
MAT2950	Introductory Algebra @	4
MAT3010	College Algebra @	4
MAT3400	Criminal Justice Applied Statistics	4
MGT2000	Management	4
MGT2150	Group Dynamics	4
POL3100	American Government @	4
PSY1050	Strategies for Success	4
PSY1060	Psychology @	4
PSY3000	Critical Thinking and Problem Solving @	4

SCI3050	Environmental Science @	4
SOC1010	Introduction to Sociology @	4
SOC3250	Introduction to Ethnic Studies @	<u>4</u>
SPC1010	Presentation Skills @	<u>4</u>
		180

† Core Courses

@ General Education Courses

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	<u>Indiana Business College - Evansville, Fort Wayne, Indianapolis, Muncie, Terre Haute</u>		
Name of Program	<u>Healthcare Management</u>		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)			<u>BS</u>
Name of Person Preparing this Form	<u>Krystal Belton</u>		
Telephone Number	<u>317-656-4721</u>	<u>Application Type</u>	
Date the Form was Prepared	<u>December 29, 2008</u>	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Care Management program provides students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork through classroom activities and develop leadership skills through involvement with health services institutions and professional organizations. Professional ethics, and its application with the health care business environment, is also targeted.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:	<u>Healthcare Management</u>			
TOTAL COURSE HOURS:	<u>180</u>	Check one:	Quarter Hours	<input checked="checked" type="checkbox"/>
	<u> </u>		Semester Hours	<input type="checkbox"/>
			Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	45 Months	TUITION:	\$52,350	

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1010	Accounting I	4
FIN2000	Introduction to Finance	4
FIN3500	Finance for Managers	4
HCM3100	Designing the Health Services Organization	4
HCM3250	Ethics, Policy and Value Challenges in Health Care	4
HCM3400	Organization of Health Services in the United States	4
HCM3650	Applying Theory to Practice	4
HCM4050	Design and Implementation of Health Care Initiatives	4
HCM4100	Organizational Effectiveness Through Efficient Health Services Management	4
HCM4250	Health Services in Society	4
HCM4400	Quality and Assessment in Health Care	4
HCM4650	Applying Theory to Practice – Capstone	4
INS1220	Basic Insurance	4
KEY1010	Keyboarding I	2
LEG1020	Medical Law and Ethics OR	
NUR2100	Health Promotion & Management of Care	4
LEG3400	Managerial Applications of Health Services Law	4
MAT1050	Business Math OR	

SPECIALTY COURSES:

[illegible]

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS2600	Career Development	2
CPU1000	Computers and Office Automation	4
PSY1050	Strategies for Success	4
BUS2050	Economics	4
COM1050	Composition I	4
COM2060	Composition II	4
COM3150	Advanced Composition	4
HUM3050	Introduction to Humanities	4
MAT2950	Introductory Algebra	4
MAT3010	College Algebra	4
MAT3650	Statistics	4
PSY1060	Psychology	4
PSY3000	Critical Thinking and Problem Solving	4
SCI3050	Environmental Science	4
SCI3100	Principles of Nutrition	4
SPC1010	Presentation Skills	4
	General Elective	4

Number of Credit/Clock Hrs. in Specialty: $\frac{114}{56}$ / $\frac{180}{180}$ Percentage: $\frac{63\%}{31\%}$
Number of Credit/Clock Hrs. in General Courses: $\frac{56}{56}$ / $\frac{180}{180}$ Percentage: $\frac{31\%}{31\%}$

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: $\frac{10}{10}$ / $\frac{180}{180}$ Percentage: $\frac{6\%}{6\%}$

EVANSVILLE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am – 10 pm Monday – Thursday; 8 am – 4 pm Friday

One full-time librarian; one part

2. Number of volumes of professional material:

437 books/video material

Over 382 periodicals

3. Number of professional periodicals subscribed to:

8 professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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EVANSVILLE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 14 **Full-time:** 11 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Chase, Kimberly	BS	17	3 mos.	4	X	
Crowe, Lindsey	MBA	7	1.5		X	
Elkin, Leslie	BS	15	3.5		X	
Emge, Brenda	AAS	12	7		X	
Ettensohn, Tracie	BS	17	8		X	
Fiala, Kate	MBA	29	3		X	
Harper-Sperry, Angela	BS	23	7			X
King, Mark	MS	15	5		X	
Kolich, Kevin	BS	23	11	3	X	
Ligon, Carol	MBA	25	5	7	X	
Norman, Deb	MHA	27	9			X
Riley, Pat	MBA	29	11	3.5	X	
Sidenbender, LaDonna	BS	4	3			X
Walton, Amanda	MS	8	3		X	

Fort Wayne

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located on campus. The library is open from 9:00 am - 10:00 pm Monday - Thursday and 9:00 am - 4:30 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian.

Audrey Daenzer. Audrey holds a MLA degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

FORT WAYNE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 8 **Full-time:** 5 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Audrey Daenzer	MLA	2	1.5	1	X	
Deborah Faulkner	AAS/CMA	21	2	0	X	
Lynda Hatfield	BA/RN	9	9	5	X	
Richard Herman	MRE/BS	12	1	0		X
Patricia Knaebe	MBA		7	1		X
Jana Rybolt	BS/RN	6	2	0	X	
Cathleen Scott-Slayback	MA	12	9 mos	0		X
Allison Stucky	Certificate/LPN	11	1	0	X	

INDIANAPOLIS

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of the second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 8:00 AM – 9:00 PM; Friday 8:00 AM – 4:00 PM;
Saturday 9:00 AM – 1:00 PM

Librarians: Two full-time

Other Staff: Two college work study students at 20 hours per week each

2. Number of volumes of professional material:

There are currently 2600 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases and ProQuest.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

INDIANAPOLIS

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 **Full-time:** 7 **Part-time:** 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
	M.A.T.	21	.75	2	X	
Byrd, Richard	M.B.A.	23	1	0	X	
Crist, Bonnie	B.S.	8	3.75	0	X	
Farmer, Belinda	B.S.	4	4	0	X	
	M.D.	18	.25	1.5		X
Harris, Natalie	M.H.R.M.	5	1	0	X	
Heavin, Diane	M.A.	5	12	1.5	X	
	M.S.M.	16	3	7		X
	M.B.A.	6	.50	0		X
Ross, Bonnie	M.S.	28	.25	0		X

Thomas, Elaine	M.B.A.	5	.75	0		X
Wesselman, Ed	B.A.	31	2	11	X	
Zent, Jenna	J.D.	1	.50	0		X

MUNCIE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of

classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

MUNCIE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____ **Full-time:** _____ **Part-time:** _____

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Coon, Bonnie	MA	11 years	1 yr 3 mon	4		X
Cross, Christopher	MBA	11 years	1 yr 6 mon	0		X
Devinney Linda	AAS	34 years	8 mon	0		X
Gerber, Cynthia	MA	7 years	18 years	1		
Golden, Lisa	MBA	8 years	1 yr 3 mon	0		X

Hall, Nicole	AAS	10 years	3 yr 8 mon	0	X	
Hall, Tamara	AAS	2 yrs 4 mon	1 yr 3 mon	0		X
Kidd, Tamara	BS	15 years	1 yr	1 yr 4 mon		X
Miller, Eric	MA	10 years	New	2 yr 6 mon		X
Newell, Michael	AAS	12 years	6 yr 7 mon	7	X	
Reason, David	MA	33 years	New	33		X
Roach, Diana	BA	12 years	7 years	0	X	
Shackelford, Ray	BS	12 years	1 yr 3 mon	0		X
Stelter, Tyler	BA	0	1 yr 6 mon	0		X
Wright, J.E.	MBA	20 years	18 yr	0	X	

TERRE HAUTE

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location --The campus library is conveniently located near the front office on the north side of the building.

Hours of student access --The campus library is open Monday thru Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

Indiana Business College-Terre Haute employs a professionally trained librarian with a masters degree in Business Education. This person has significant research experience in the past. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Dean to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
- e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 702 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through LIRN, Inspire, Ebsco Databases, First Research, Hoovers, and Indiana Business Builder.

Five hundred dollars per month has been allocated for the continued expansion of onsite library holdings. The campus librarian will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 19 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

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TERRE HAUTE

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 6 **Full-time:** 3 **Part-time:** 3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check one:
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(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full-time	Part-time
Bottomley, Sara	MBA	14	6	0	X	
	MS	6		6		X
	MBA	8				X
Reed, Steven	MHA	25	<1	0		X
Schmidt, Jessica	MS	8	3	5	X	
Woods, Marsha	MPH	19	5	8	X	

Health Care Management
Bachelor of Science Degree Program
School of Health Sciences

The Health Care Management program provides students with an overview of accounting, marketing, finance, law and management to prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork through classroom activities and develop leadership skills through involvement with health services institutions and professional organizations. Professional ethics, and its application with the health care business environment, is also targeted.

ACC1010	Accounting I	4
BUS2050	Economics @	4
BUS2600	Career Development	2
COM1050	Composition I @	4
COM2060	Composition II @	4
COM3150	Advanced Composition @	4
CPU1000	Computers and Office Automation †	4
CPU2120	Word Processing	4
CPU2200	Spreadsheets	4
FIN3500	Finance for Managers †	4
HCM3100	Designing the Health Services Organization †	4
HCM3250	Ethics, Policy and Value Challenges in Health Care †	4
HCM3400	Organization of Health Services in the United States †	4
HCM3650	Applying Theory to Practice †	4
HCM4050	Design and Implementation of Health Care Initiatives †	4
HCM4100	Organizational Effectiveness Through Efficient Health Services Management †	4
HCM4250	Health Services in Society †	4
HCM4400	Quality and Assessment in Health Care †	4
HCM4650	Applying Theory to Practice – Capstone †	4
HUM3050	Introduction to Humanities @	4
INS1220	Basic Insurance †	4
KEY1010	Keyboarding I	2
LEG1020 OR	Medical Law and Ethics †	
NUR2100	Health Promotion & Management of Care	4
LEG3400	Managerial Applications of Health Services Law †	4
MAT1050 OR	Business Math	
MAT1100	Medical Calculations	4
MAT2950	Introductory Algebra @	4
MAT3010	College Algebra @	4
MAT3650	Statistics @	4
MED1010 OR	Medical Terminology †	
NUR1010	Nursing Fundamentals	4
MED2200	Medical Office Administration	4
MED2210	Medical Office Software	4

MED2320	Health Information Management +	4
MGT2000	Management	4
MGT3250	Organizational Behavior +	4
MKG1200	Marketing	4
PHY1020	Anatomy and Physiology I	4
PHY1030	Anatomy and Physiology II	4
PHY1260 OR	Pathophysiology	
NUR1050	Adult Health & Illness I	4
PSY1050	Strategies for Success	4
PSY1060	Psychology @	4
PSY3000	Critical Thinking and Problem Solving @	4
SCI3050	Environmental Science @	4
SCI3100	Principles of Nutrition @	4
SPC1010	Presentation Skills @	4
	Elective	4
	General Education Elective @	<u>4</u>
		180

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Business Math

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INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Barnard	Linda	K
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Fundamentals of Communications, Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Indianapolis	Indianapolis, In	B.S. English	1965	1969
IUPUI	Indianapolis, IN	B.S. Education	1972	1976
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
NWCS. D Shelby County	Shelby County	English/ lang. arts teacher	1969	2005

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Best, Jr.	Norman	Wilbur
	(Last)	(First)	(Middle)

Names of Courses Taught:

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INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

ACC101, Accounting I; ACC102, Accounting II; ACC105, Payroll/10 Key; ACC107, Income Tax;
ACC115, Computerized Accounting; ACC201, Accounting III; ACC202, Cost Accounting;
ACC240, Intermediate Accounting I; ACC250, Intermediate Accounting II, MAT105, Business
Math; BUS205, Economics;

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INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Martin University	Indianapolis, IN	Business Administration	09/1999	05/2005
Indiana Wesleyan University	Indianapolis, IN	Management	04/2007	11/2008
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ZMCPL	Indianapolis, IN	Supervisor, train staff, conduct meetings	12/2005	Present
ZMCPL	Indianapolis, IN	Clerk III Customer Service/train junior clerks	04/2002	12/2005
Vectron Gas Company	Indianapolis, IN	Dispatcher for Technicians /emergency gas problems	01/2001	10/2001
Baker & Daniels Law Firm	Indianapolis, IN	Assisted legal administration	11/1995	01/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Marketing
Management
Leadership
Fundamentals of e-Business
Employee Benefits
Principles of Business

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INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Burgess James D.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Communications I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan Univ.	Fort Wayne, IN	Masters in Business Administration	2004	2006
Indiana Wesleyan Univ.	Fort Wayne, IN	Bachelors in Business Management	2002	2004
Indiana Wesleyan Univ.	Fort Wayne, IN	Associates in Business Administration	1999	2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
INDOT	Fort Wayne, IN	Project Management	2007	Present
Utility Service Group	N. Manchester, IN	Marketing / Administration	2001	2006
Butler Telecom	Fort Wayne, IN	Operations / Consulting	1997	2001

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Byrd	Richard	A.
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Bloomington, IN	Public Fianancial Admin	01/1978	05/1981
Purdue University	West Lafayette, IN	Elementary Education	09/1973	12/1977
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indianapolis Public School	Indianapolis, IN	Math Teacher	08/2005	05/2006
Indiana Business Modernization & Tech	Indianapolis, IN	Loan Officer	04/2000	07/2005
Redwood Corporate Finance/Glasser Capital	Cincinnati, OH	CEO/VP of Lending	04/1994	04/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Chase	Kimberly	Ann
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of So. Indiana	Evansville, IN	BS in Education	1983	1988
Indiana State University	Terre Haute, IN	Healthcare Administration	1991	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Director of Medical Clinics	Evansville, IN	Managed medical practices & billing	11/1998	6/2008
Claims Processor Trainer, Auditor & Manager	Downers Grove, IL	Trained staff to process & audit claims accurately	9/1995	10/1998
Insurance Claims Rep	Aurora, IL	Medical billing & collections	8/1993	9/1995
Teacher & tutor	Evansville, IN & Indianapolis, IN	School Teacher, tutor for children & adults	12/1987	6/1993

COMMISSION ON PROPRIETARY EDUCATION
INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Clamme Shay Ann
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: CJ100 – Intro to Criminal Justice;

CJ230 – Constitutional Law; CJ235 – Intro to Courts

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	MPA – CJC	8/02 5/04
Ball State University	Muncie, IN	Legal Ad. B.S.	8/97 5/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Blackford Co. School	Harford City, IN	Substitute Teacher	8/02 8/03
B.S.U.	Muncie, IN	CJC Dept. Assistant	8/02 8/03
Miller, Carson, Boxberger	Ft. Wayne, IN	Paralegal	6/99 8/02
B.S.U.	Muncie, IN	Student Paralegal	98 01

I certify that the above information is correct to the best of my knowledge.

Shay Clamme
Signature of Instructor

7/13/07
Date

INSTRUCTOR'S QUALIFICATION RECORD

Specific Courses that You Teach in Program: **Advanced Composition**

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COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Coon Bonnie
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: SPC 101 ~ Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
Ball State Univ.	Muncie, IN	Social Work	1990	
Ball State Univ.	Muncie, IN	Public Service	1997	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Purdue Co. Extension	Portland, IN	Trainer, Facilitator, Advisor	2002	2006
Muncie Comm. Schools	Muncie, IN	Social Service Provider	1997	2001
Comprehensive Health	Muncie, IN	Therapist/Case Mgr.	1991	1995

I certify that the above information is correct to the best of my knowledge.

Bonnie Coon
Signature of Instructor

9/24/2007
Date

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Crist	Bonnie	Jeanne
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Business College	Indianapolis, IN	Medical Assisting	09/2001	03/2003
HCM	Indianapolis, IN (online)	Health Care Management	04/2006	08/2008
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Southside Internal Medicine	Indianapolis, IN	Front desk/Clinical	07/2004	03/2005
Indiana Internal Medicine	Indianapolis, IN	Clinical	01/2003	07/2004

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

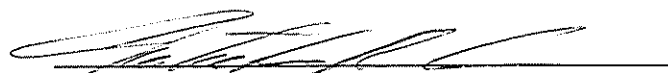
NAME: Cross Christopher Russel
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: BUS205-Economics, MAT105-Business Math,
MGT200-Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Anderson University	Anderson, IN	Bus. Adm/MBA	8-2006 May 2008
Anderson University	Anderson, IN	B.S. Organizational Leader	2003 2006
IVTC	Muncie, IN	HVAC A.S.	1990 1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Sallie Mae	Muncie, IN	Direct Bus. Collection	10/06 6/03
The Home Depot	Noblesville, IN	Demos, Promos, Sales	2003 2006
Fastenal Company	Anderson, IN	Management	1998 2003

I certify that the above information is correct to the best of my knowledge.


Signature of Instructor

7-13-2007
Date

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

A&P I

MOA

222

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Elkin	Leslie	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Southern Indiana	Evansville, IN	Business Administration	8/1995	5/1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Old National Bank	Evansville, IN	Mortgage processing	10/2002	6/2005
Florida Tan Center	Evansville, IN	Sales associate	10/2002	12/2004
Bank of America	St. Petersburg, FL	Mortgage processing	10/2000	10/2002
Lady Foot Locker	Evansville and FL	Manager	10/1993	10/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

[illegible]224

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Farmer Belinda A
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

BUS260 - Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Oakland City University	Oakland City, IN	Organizational Management	2002	2005
Indiana Business College	Columbus, IN	Office Systems Specialist	1997	1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Indianapolis, IN	Administrative Duties/Career Services	4/1999	present

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Faulkner Deborah M.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Medical Office Software

Medical Office Administration

Professional Perspectives

Anatomy and Physiology I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ivy Tech State College	Fort Wayne, IN	Assoc. Science Medical Assisting	1983	1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Fort Wayne, IN	Instructor	2007	Present
Orthopaedics Northeast	Fort Wayne, IN	Coding, Billing, Cust. Svc.	1999	2008
Lutheran Hospital	Fort Wayne, IN	Patient Care, Charting	1985	1999

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Arizona	Tucson, AZ	MBA Finance	1977	1979
University of Arizona	Tucson, AZ	BS Landscape Architecture	1973	1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Supervisor AT&T	Various locations in New Jersey	Training Development	7/1979	3/2003

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: French
(Last)

Michael
(First)

Wilford
(Middle)

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Health Care Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis, IN	Medicine	09/75 – 04/79
Indiana University	Bloomington, IN	Biological Sciences	09/72 - 05/76
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Adjunct faculty	Indiana Wesleyan University	Teaching Health Care Mgt courses	06/07 - Present
President	Indianapolis Neuro Association	Owned & Operated a medical practice	02/90 – 12/06

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Gerber, Cynthia F. /INDIANA BUSINESS COLLEGE

Name (Last, First, Middle)

Name of Institution at which you teach

Software Integration, Computers and Office Automation, Word Processing, Business Office Procedures, Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Period of attendance	
			FROM	TO
Ball State University	Muncie IN	B S Management	Sep 80	May-85
Ball State University	Muncie, IN	B S Legal Administration	Aug-87	Aug-88
Ball State University	Muncie, IN	M.A. Adult Education	Sep-92	Jul-98

Applicable Experience	Location	Exact Nature of Experience	Employment	
			FROM	TO
Indiana Business College	Muncie, IN	Business Instructor	Feb-90	Present
Indiana Business College	Muncie IN	Business Instructor	Jan-89	Dec-89
Noble Romans	Anderson IN	Store Manager	Mar-86	Mar-87

I certify that the above information is correct to the best of my knowledge.

Cynthia Gerber
Signature of Instructor

Jan 9, 2008
Date

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Golden Lisa
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: MGT 230 ~ Employee Benefits, MGT 215 ~ Group Dynamics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Univ. of Phoenix	Online	MBA	2007
Northwood University	Midland, MI	Bachelor's in Business	1999 2001
Indiana Business College	Marion, IN	Assoc. in Off. Mgmt.	1994 1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Selby Martin Insurance	Muncie, IN	Marketing/Acc. Mgr.	3/06 Current
First Merchants	Muncie, IN	Manager	1/98 8/05

I certify that the above information is correct to the best of my knowledge.

Lisa Golden
Signature of Instructor

9/24/07
Date

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

Technology for Managers

Computers and Office Automation

231

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

NAME: Nicole Hall

NAME OF INSTITUTION: Indiana Business College

Specific Courses that You Teach in Program: Medical Law and Ethics and Medical Office Administration

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ivy Tech	Muncie, IN	Medical Assisting	1991-1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Family Practice of Jay County	Portland, IN	Medical Assistant	2001-2005
Preferred Family Physicians	Portland, IN	Medical Assistant	1995-2001

I certify that the above information is correct to the best of my knowledge.


SIGNATURE OF INSTRUCTOR

4-5-05
DATE

COMMISSION ON PROPRIETARY EDUCATION
INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documents required for review has been attached with this form (i.e. transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by former direct supervisor.)

NAME: Hall Tamara
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: INS 222~Adv. Insurance, INS 225 Adv. Coding
INS 205~Diagnostic Coding, INS 210 ~ Procedural Coding

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Business College	Muncie	Medical Records Technology	2004 10/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Family Vision Center	Muncie, IN	Insurance Specialist	8/2006 Current
Indiana Business College	Muncie, IN	Night Receptionist	2/06 8/06

I certify that the above information is correct to the best of my knowledge.

Tamara L. Hall
Signature of Instructor

09-24-07
Date

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Marketing
Communication II
Principles of Business
Psychology
Training and Development

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Hatfield Lynda R.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Anatomy and Physiology I

Medical Calculations

Communications II

Pathophysiology

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana U. Purdue U.	Fort Wayne, IN	Bachelors Communication	1987	1995
Indiana U. Purdue U.	Fort Wayne, IN	Assoc. Nursing	1979	1983
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Fort Wayne, IN	Instructor	1999	Present
International Business College	Fort Wayne, IN	Instructor	1995	2000
Lutheran Hospital	Fort Wayne, IN	Registered Nurse	1983	1995
Quality Care	Fort Wayne, IN	Registered Nurse	1988	1987

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Hathaway Ann C.
(Last) (First) (Middle)

Names of Courses Taught:

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237

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

Group Dynamics

238

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Heavin Diane M.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Presentation Skills

Keyboarding I, II, III

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Central University	Indianapolis, IN	Elementary Education	09/1977	05/1981
University of Indianapolis	Indianapolis, IN	Elementary Education	09/1987	08/1989
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Indianapolis, IN	Teaching General Education Classes	02/1986	Present
Sylvan Learning Center	Indianapolis, IN	Teaching and Clerical	09/1984	01/1986
Center Grove School	Indianapolis, IN	Student assistant/teaching	09/1981	04/1985

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Herman Richard A.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Critical Thinking and Problem Solving

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Trinity International Univ.	Deerfield, IL	MRE - Education	1982	1986
Taylor University	Fort Wayne, IN	BS - Pastoral Ministries	1974	1979
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Marion, IN	Executive Director	2002	Present
Majors Medical Solutions	Fortville, IN	VP Operations / Marketing	1999	2002
Dermatology Inc.	Indianapolis, IN	Practice Administrator	1980	1998

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

Fund. of Communications

242

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Horner	J.	Benjamin
	(Last)	(First)	(Middle)

Names of Courses Taught:									
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243

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Huggins	Tammi	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

Fundamentals of Math, Communications I, General Chemistry, Strategies of Success,
Anatomy & Physiology I, Anatomy & Physiology II

244

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Southern Illinois University	Carbondale, IL	Ph.D. Education	1974	1976
University of Evansville	Evansville, IN	MA Business Education	01/1971	06/1972
University of Evansville	Evansville, IN	BS Business Education	06/1968	12/1970
Indiana State University	Evansville, IN	Business Education	09/1966	05/1968
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Indianapolis Campus	Faculty	09/1996	Present
Lockyear College	Evansville, IN	Instructor	1989	1993
Mount Vernon High School	Mount Vernon, IN,	Instructor	1973 1978	1976 1995

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College - Medical Campus

Names of Courses Taught:

Communication I, Presentation Skills, Professional Perspectives, Math Fundamentals,
Keyboarding, Computers Office and Automation, Fundamentals of Communications,
Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of Indianapolis	Indianapolis, IN	Master of Arts - English	8/03	5/06
Martin University	indianapolis, IN	Bachelor of Arts - Religious Studies	9/97	1/02
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
National City Bank	Indianapolis, IN	Conversion Trainer	1/87	2/98
Bank One OPS Center	Indianapolis, IN	OJT Training	1990	1991

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

MAT1050, Business Math

247

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Jones	Brian	K
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College- Medical Division- Indianapolis

Introduction to Spanish Language, Spanish Culture and People, Introduction to Conversational Spanish

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Georgia State University	Atlant, GA	BA Spanish	8/92	3/95
University of Missouri-Kansas City	Kansas City, MO	MA Romance Languages and Lit	1/97	12/98
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
WTCC-Con Ed	Raleigh, NC	Spanish Instructor	1/06	12/07
WTCC- Academia	Raleigh, NC	Spanish Instructor	8/04	5/06
SDMCC	San Diego, CA	Spanish Instructor	8/99	8/04

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Keyes Judith A.
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Medical Terminology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	Business Information Systems	08/1996	12/2002
Indiana Wesleyan University	Marion, IN	Business Administration	08/2003	12/2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Teaching online classes	Indianapolis, IN	Teaches medical classes for IBC	09/2008	Present

COMMISSION ON PROPRIETARY EDUCATION
INSTRUCTOR'S QUALIFICATION RECORD

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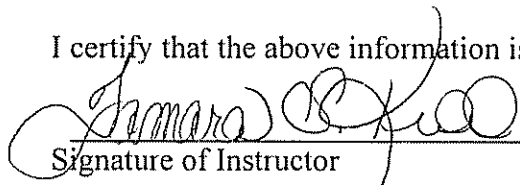
NAME: Kidd Tammy S
 (Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: MAT 095

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State Univ.	Muncie, IN	Elementary Education	5/1996
Ball State Univ.	Muncie, IN	Master's in Education emphasis in Mathematics	8/2006 current
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Muncie, IN	Teaching Mathematics, CPU, COM, Speech, Keyboarding	2001 2006
Readiness School	Muncie, IN	Kindergarten teacher	9/1996 5/1997

I certify that the above information is correct to the best of my knowledge.


 Signature of Instructor

4/3/07
 Date

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Anatomy & Physiology I; Anatomy & Physiology II; Keyboarding I; Pharmacology; Strategies for Success

253

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Lewis Michael E.
(Last) (First) (Middle)

Names of Courses Taught:

Business Math

255

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Psychology

256

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Miller	Eric	B
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College

COM1050-Comp. I

258

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

ACC202, Accounting II; ACC105, Payroll 10-Key; ACC107, Income Tax; ACC115,
Computerized Accounting; ACC202, Cost Accounting; CSS101, Customer Service; MAT095,
Math Fundamentals; MAT105, Business Math; MAT295, Introduction to Algebra

259

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

IT 101 ~ Computing Essentials
IT 205 ~ Computer Hardware Technologies
IT 225 ~ Working with Networks
NA 210 ~ Network Administration I
NA 240 ~ Network Administration II
NA 250 ~ Network Administration III
NA 275 ~ Network Administration and Security
CPU 200 ~ Office Automation

261

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME:	Popich	Pamela	G
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

Names of Courses Taught:

Developing Family/Pediatric Nursing

Developing Family/Pediatric Nursing Clinical

Psychosocial/Gerontologic Nursing

Psychosocial/Gerontologic Nursing Clinical

Adult Health and Illness III

Adult Health and Illness III Clinical

Health Promotion & Management of Care

Health Promotion & Management of Care Clinical

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ohio University	Athens, Ohio	BS Education	9/79	6/82
Mt. Carmel College/Nursing	Columbus, Ohio	BSN	9/92	12/95
Wright State University	Dayton, Ohio	MS-Comm. Hlth	6/96	6/98
Wright State University	Dayton, Ohio	MS-FNP	6/96	12/98
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Hancock Regional	Greenfield, Indiana	CICU, Peds, House Supervisor	8/05	Present
Videk Healthcare	Carmel, IN	CICU, Charge RN	3/04	7/05
St. Elizabeth Ann Seton Hospital	Carmel, IN	Team Leader	9/97	3/03
Dr. Vollrath	Indianapolis, IN	Patient Assessment & Treatment	11/00	3/01

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Reason	David	V
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Math/Science	6/1965	6/1969
Ball State University	Muncie, IN	Math/Science	6/1969	6/1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Muncie Community School	Muncie, IN	teaching-math/science	1969	2002
Munice Community School	Muncie, IN	Sub. teacher	2002	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Reed	Steven	Blake
	(Last)	(First)	(Middle)

Names of Courses Taught:

265

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Renz Sherri L.
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Inst. of Technology	Fort Wayne, IN	Masters Business Admin.	1998	2002
Indiana Inst. of Technology	Fort Wayne, IN	Bachelors Business Admin	1994	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Fort Wayne, IN	Instructor / Dir. Car. Svcs	2005	Present
Specialty Entrance Tech	Ossian, IN	Business Consultant	2004	Present
Michiana College	Fort Wayne, IN	Instructor	2002	2004

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Accounting I; Introduction to Finance; Keyboarding I

267

INSTRUCTOR'S QUALIFICATION RECORD

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Cost Accounting
Income Tax
Accounting III
Payroll/10 Key

269

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Introduction to Fashion
Ready to Wear Evaluation
Introduction to Textiles
Historical Costume
Current Concepts in Retail Management
Display Design

270

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Ross	Bonnie	T.
	(Last)	(First)	(Middle)

Specific Courses that You Teach in Program: Principles of Nutrition

I certify that the above information is correct to the best of my knowledge.

DATE _____

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Income Tax

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Indianapolis. IN	Law	09/1999	05/2002
Earlham College	Richmond, IN	English	09/1993	05/1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Supreme Court	Indianapolis, IN	Coordinate law School Programs	05/2006	Present
Indiana Attorney General's Office	Indianapolis, IN	Appellate brief writings & coordinated victim	08/2002	05/2006
Indiana Attorney General's Office	Indianapolis, IN	Research law cases	05/2001	08/2001
Lee, Cossell, Kuehn & Love Attorneys	Indianapolis, IN	Research law cases	05/2000	08/2000

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Schafer	JoAnn	
	(Last)	(First)	(Middle)

Names of Courses Taught:									
--------------------------	--	--	--	--	--	--	--	--	--

Adult I Nursing

275

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

BUS100, Principles of Business; LEG101, Business Law; BUS200, Fundamentals of e-Business; MGT200, Management; MGT215, Group Dynamics; MGT220, Leadership; MGT210, Training and Development; COM090, Fundamentals of Communication; COM105, Communication I; COM206, Communication II; KEY101, Keyboarding I

276

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

BUS100, Principles of Business; LEG101, Business Law; BUS200, Fundamentals of
e-Business; MGT200, Management; MGT215, Group Dynamics; MGT220, Leadership;
MGT210, Training and Development; COM090, Fundamentals of Communication;
COM105, Communication I; COM206, Communication II; KEY101, Keyboarding I

277

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Scott-Slayback Cathleen L.
(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College

Names of Courses Taught:

Composition I

Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana U. Purdue U.	Fort Wayne, IN	Masters of Liberal Arts	1992	1995
Ohio State University	Columbus, OH	Bachelors In Comm.	1970	1973
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
The Literacy Alliance	Fort Wayne, IN	Learning Ctr. Coordinator	2006	Present
Early Childhood Alliance	Fort Wayne, IN	Communications Coord.	1999	2007
Lassiter Advertising	Auburn, IN	Copywriter / Media Buyer	1997	1998

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Sears	Aaron	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Criminal Justice	09/1990	05/1995
Kaplan College	Chicago, IL	Crimnal Justice	07/2006	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Indianapolis, IN	Taught Criminal Justice	07/2006	Present
Greenwood Probation	Greenwood, IN	Support Officer	09/2005	07/2006
Hendricks County Probation	Indianapolis, IN	Support Officer	02/2004	09/2005
Meiser	Indianapolis, IN	Enforcer Team Leader	02/2002	02/2004

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Shackelford	Ray	C.
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College

[illegible]280

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Medical Office Administration; Psychology

281

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Sowers	Steven	V
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

Names of Courses Taught:

Human Growth & Development

282

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Business College

Management

283

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME OF INSTITUTION: Indiana Buisness College

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	English (major) Anthropology (minor)	09/98	05/05
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Writing tutor	Muncie, IN	Private tutor to high school students and college	10/99	01/05

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Tanner-Starks	Tomjari	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Advertising

286

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Taylor Carlos
(Last) (First) (Middle)

NAME OF INSTITUTION: INDIANA BUSINESS COLLEGE

Specific Courses that You Teach in Program: MGT 310 ~ Technology for Managers

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	Info. and Comm. Sci.	2001 2005
Ball State University	Muncie, IN	Business Info. Tech	1998 2002
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ball State University	Muncie, IN	Adapt. Comp. Tech Spec.	11/03 Current
Ball State Univ.	Muncie, IN	Adaptive Tech. Lab	1/03 11/03
Ball State Univ.	Muncie, IN	Help desk	4/01 5/02

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor: Carlos Taylor

Date: _____

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Vincent Cheryl D
 (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Medical Campus

Names of Courses Taught:

Developing Family/Pediatric Nursing

Family/Pediatric Clinical

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Drake University	Des Moines, IA	General Education	1980	1982
IA Methodist	Des Moines, IA	Nursing	1980	1983
School of Nursing, Temple College	Temple, TX	Gen Education	1984	1985
Walden University	Online	MSN	2006	Present
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Safe Auto Inc.	Indianapolis, IN	National Program Trainer, Curriculum Dev.	1986	2004
BLS, PALS - Instructor/Trainer	Temple Tx/Greenfield, IN	Training Adult BLS & PALS, Training Instructors	1985	Present
School Health	Fishers, IN	Classroom Health Instructor grade K-8	1992	1997
Staff Development	Hancock Regional Hospital	Clinical Staff Education RN	2004	Present

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Please TYPE the form.

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Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Composition II; Keyboarding I; Management; Marketing; Presentation Skills

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INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Indiana Business College

Business Office Procedures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Concordia University Wisconsin	Miquon, WI	Management & Communication	09/1994	05/1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Indianapolis, IN	Teaching computers & business classes	01/2007	Present
ITT Technical Institute	Indianapolis, IN	Instructor & curriculum expert	12/1997	05/2006

INSTRUCTOR'S QUALIFICATION RECORD

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INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Woods	Marsha	Lynn
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University Medical School	Indianapolis, IN	Public Health	1998	2001
Purdue University	W. Lafayette, IN	Supervision	1995	1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2004	Present
St. Elizabeth Medical Center	Lafayette, IN	Paramedic/Clinical Instruction	1990	1998
Howard Community Hospital	Kokomo, IN	Paramedic ER Staff	1988	1990

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Wright J E
(Last) (First) (Middle)

Names of Courses Taught:

Accounting 101	Accounting 250
Accounting 102	
Accounting 201	
Accounting 202	
Accounting 107	
Accounting 115	
Accounting 105	
Accounting 240	

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Professional Education Services	Self Study	Finance/Accounting	11-1-2007	11-15-2007
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.